

Notification of Credit Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

This letter is to inform you that a credit inquiry has been made in relation to your mortgage application with us. This step is a standard part of our processing procedures to assess your creditworthiness.

The inquiry was conducted on [Insert Date of Inquiry] by [Name of the Lender/Financial Institution]. Please note that such inquiries may appear on your credit report and can affect your credit score.

If you have any questions or if you believe there are inaccuracies regarding this inquiry, please do not hesitate to contact us at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]